

MEMORANDUM TO: Coordinator, Instructional Systems Study

FROM : Director of Training

SUBJECT : Comments on OTR Language School Study  
Recommendations by

STATINTL

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In general it should be said that there is no basic disagreement with any of the recommendations contained in the study. I would recommend certain modifications in some of the recommendations and in addition I am requesting some clarification of a few of them. In the following, the paragraph numbers refer to the numbers of the recommendations as given in the summary of recommendations at the beginning of the original study.

A. Enrollment and Physical Environment

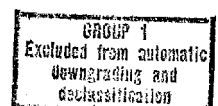
*Paragraph 1.5*  
1. The recommendation that Language Training School discontinue the practice of holding classes with one-to-one student-teacher ratios is a good one and easy to make; however, it is difficult to carry out. The study recommends that classes start for no less than 5 students.

While 5 students would be an excellent number, 4 would be a more prudent minimum number and in the case of the most uncommon languages, 3 would be a logical number.

2. The recommendation to start all full-time classes in March, July, and November only stems from the timing

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*possible*

of input of CTs into the Language Training Program. It is our intent to build our Language Training Program for the Agency as much as possible around the scheduling of the CT classes. We feel, however, that such a schedule cannot always be maintained, although proper publicity to inform our consumers will do much to make this schedule the major one for the Language Training School. We feel that part-time classes should also be added to this recommendation.

*See*

3. We do not believe that our present quarters can be successfully redesigned to make it suitable for School purposes. However, if we must remain in this location, redesign should be attempted.

*yes*

4. If LTS is to move to new quarters, every effort should be made to include special "future" teaching equipment facilities. Such inclusion naturally is contingent upon the availability of funds.

B. Teaching Methods

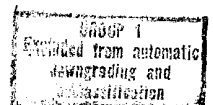
1. Teacher training for new WAE employees, as described on page 11 of the report, is already mandatory.

2. Special seminars for current staff have started as part of the process of describing terminal objectives for LTS courses and will be continued. Also under study is a plan to include outside personnel, such as linguists, as leaders of seminar groups from time to time.

3. Work is currently in progress to develop detailed course objectives in terms of terminal behavior. We believe that priority in the development of studies of course objectives should be given to [redacted] These priority languages can undoubtedly be completed by the end of calendar year 1966 and the others shortly thereafter.

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C. PAI

1. Commercially available PAI foreign language courses are currently being experimentally used in [redacted] Sustained studies will be contingent upon student registrations over the next few months and the availability of the program material. We are informed that [redacted] is currently out of print but will be available later. We are using those copies which are available to us.

2. We concur in the recommendation and would welcome collaboration with the Coordinator of Instructional Systems Studies and [redacted] on the selection of outside instructor personnel. STATINTL

3. We concur with the recommendation that Language Programs developed for LTS be concept units of 200 frames length.

4. We believe that development of a PAI course in [redacted] should be contracted as soon as possible by ORD as a prototype course. The contracting for development of PAI course in the remaining languages should be postponed until preliminary results are available from the development of the prototype.

5. Our understanding is that bid specifications for the above PAI courses are the responsibility of [redacted] STATINTL

6. The proposal that future off-the-shelf PAI language courses should be tested outside of LTS before being subjected to student use is a worthwhile one if money can be made available for this purpose. Cost estimates are not currently available.

7. This recommendation to work jointly with other Government Agencies for the support of PAI foreign language course development should be pursued with other Government Agencies although we are not sanguine about the possibility of success in this area.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

D. CAI

1. We concur in this recommendation.

E. Current Teaching Systems

1. We need to clarify the definition of "films available for language teaching" in this recommendation. Consultation with the ☐ representative is needed. On the outcome of this consultation will depend the possibility of executing this recommendation by the suggested deadline of 31 December 1966.

2. We are prepared to start immediately a review of existing language laboratory equipment in concert with ☐ Further clarification of what is planned here will be needed to support the 31 December deadline.

3. We heartily concur in this recommendation and it is our understanding that action is being taken to implement it. If this is not the case, we would be happy to undertake any action necessary.

4. It is our understanding that recommendation 4 is not likely to produce significant results for the Language Training School, but any useful by-products from a general study of the value to OTR of closed circuit television will be studied with interest.

5. A general one-day orientation course to language study is in initial steps of development but its introduction should be postponed until such time as students are entering training in large groups at the same time. We do not believe the basic systems "Effective Listening" program can be adapted to student orientation for foreign language training. Such orientation will probably have to be developed especially for this purpose, either in-house or elsewhere.

John Richardson